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## **FINANCE DEPARTMENT**

### **OFFICE MEMORANDUM**

The 11th July, 2023

**Subject:— Revised procedure for payment of final accumulations under  
General Provident Fund (GPF) Accounts.**

No.19582—PT2-FIN-TRY-MEET-0001/2017/F.— The manner of final withdrawal of accumulations in the General Provident Fund (GPF) account of subscriber has been laid down under Rule-32 of General Provident Fund (Odisha)Rules, 1938 and Subsidiary Rule-669 of Odisha Treasury Code, Volume-I.

2. Withdrawal of final GPF amount becomes due on retirement / proceeds on leave preparatory to retirement / quitting service on resignation / dismissal or removal from the service / in-service death / absconding of the subscriber. In terms of provision of Subsidiary Rule-669 of Odisha Treasury Code, Volume-I, the subscriber is required to submit GPF final withdrawal application in O.T.C.-80(A) (Gazetted Employee)/ O.T.C.-80 (B) (Non-Gazetted Employee), except in-service death and absconding, to the Head of Office or Heads of the Department, as the case may be, for processing and onward submission of the same to the Accountant-General (A.&E.), Odisha. In case of in-service death or absconding, final withdrawal application in Form O.T.C.-80 (C) is submitted by the nominee where nomination exists or major claimants in other cases.

3. The extant GPF Rules also provide timeline for submission and processing of the final GPF application. As per the said timeline, the final authorities will be issued by the GPF Accounting Authority i.e., Accountant-General (A.&E.), Odisha at least a month before the date of superannuation but payable on the date of

superannuation. However, it is noticed that, in most of the cases, the final GPF is not paid to the retiring Government servants immediately after retirement. The delay is caused due to late submission of application by the subscriber or delayed processing by the Head of Office. This denies the retiring employees in getting their GPF accumulation in time.

4. In order to streamline the withdrawal process of final accumulated amount of GPF, the State Government has been pleased to revise the existing procedure and introduce an electronic processing system described as below:

**(a) Initiation of the final GPF withdrawal:** The modalities for submission of application have been amended vide Finance Department Notification No. 13279/F., dated the 2nd May,2023. The revised procedure for initiation of Final GPF application is as follows:—

- i. The Head of office shall initiate and forward the details of the subscriber retiring or quitting the service to the Accountant-General (A.&E.), Odisha at least 3 months prior to the date of superannuation or after quitting service or one month in other cases, as the case may be, indicating the recoveries effected against the advances and the number of installments yet to be recovered and also indicate the withdrawals, if any, taken by the subscriber after the period covered by the last statement of the subscriber's account.
- ii. However, in case of final withdrawal upon death or absconding of the subscriber, the claimant shall submit the application to the Head of office in which the subscriber (the deceased Government servant) last served.

**(b) Revision of the application forms:** To further simplify and make the final GPF withdrawal application compatible with the online process, amendment has been made in Subsidiary Rule, 669 of Odisha Treasury Code, Vol.-I, vide Finance Department Notification No19568,dated the 11th July 2023. Forms prescribed under OTC-80A and OTC-80B have been merged and a combined form namely OTC-80A (revised) has been framed for both gazetted and non-gazetted employees. The Head of Office/Heads of Department/Department, as the case may be will process the application in the revised Form OTC-80-A.The existing Form OTC-80(C) of Odisha

Treasury Code Vol-II has been suitably amended which is prescribed to be used by the nominee/family members consequent upon death/absconding of the subscriber as the case may be. The amended forms OTC-80-A and OTC-80-C are attached in "**Annexure-A**" and **Annexure-B** respectively.

**(c) Online submission & processing:** In order to avoid the delay in processing, facility has been provided in IFMS for online submission and processing of final GPF applications with the following modalities:—

- i The Head of office shall initiate the process online with Digital Signature/ e-Sign in Form OTC- 80(A) and forward the details of the subscriber retiring or quitting the service to the Accountant-General (A.&E.), Odisha at least 3 months prior to the date of superannuation and within three months from the date of death or voluntary retirement or compulsory retirement or dismissal from service. **In this regard it may be mentioned that henceforth the subscriber is not required any application for final withdrawal of GPF on superannuation or voluntary retirement or compulsory retirement or dismissal from service. It shall be solely the responsibility of the Head of Office to submit and process the final GPF application in the prescribed timeline.**
- ii. In case, the Head of Office is the subscriber applicant herself/himself, the application shall be initiated by the concerned Heads of Department or Department, as the case may be.
- iii. In respect of the employees who are on deputation to Foreign Bodies, the application shall be initiated by their Cadre Controlling Authority for transmission of the same to the Accountant General (A&E), Odisha.
- iv. In case of final withdrawal upon death / absconding of the subscriber, the Nominee/ Legal heir, as the case may be, shall submit the application online in the revised Form OTC-80 (C) of the Odisha Treasury Code Vol-II using GPF Series and Account Number or HRMS ID of the deceased employee. At the time of online submission of the application, the nominee details will be fetched from HRMS (if available), otherwise the same has to be entered by the applicant.

- v. At the time of submission of the application by the Nominee/ Legal heir, the employee details will be auto populated from HRMS and facility has been provided for uploading of supporting documents in the form of attachments. The bank account details of all eligible claimants and mobile number shall be mandatory to facilitate payment of final GPF after due authorisation. The applicant shall upload the scanned copy of the cancelled cheque/ specific page of the bank passbook which depicts the Account Number, IFSC etc. for necessary validation. In such cases, the claimant shall submit the print out generated from IFMS with her/his signature to the Head of Office under which the deceased/absconding employee last served. The submission of the ink-signed copy of the online application will be dispensed with after the OTP based Aadhaar e-Sign facility is enabled in IFMS.
- vi. The scanned copy of the ink-signed application submitted by the claimant(s) will be uploaded as an attachment in the online application by the Head of Office for further processing at the level of the Accountant-General (A.&E.), Odisha.

**(d) Conditions for online processing:**

- i. No GPF withdrawal, whether temporary or part-final will be sanctioned after the final GPF application is initiated by the Head of Office.
- ii. To ensure authorization of GPF final withdrawal immediately on the date of retirement of the subscriber, the Application should reach the Office of the Accountant-General (A.&E.), Odisha at least three months prior to the retirement of the employee.
- iii. The final GPF Authority shall be issued by the Accountant-General (A.&E.) in electronic form with Digital Signature /e-Signature of the designated Officer payable only through the Nodal Treasury i.e., State Pension Treasury (SPT),Bhubaneswar as stipulated in Finance Department O.M. No.- 26968/F., dated the 6th October, 2020.
- iv. The bill for drawal and disbursement of GPF Authority will be generated by the system in IFMS taking into account the inputs related to bank details submitted during the processing of application.

v. The "User Manual" for online submission and processing of final GPF application is placed at "**Annexure-C**".

**(e) Tracking Mechanism:** Facility has been provided in Citizen Services link of IFMS-Odisha for the claimant to track her/his application by giving the GPF Series & Account No. SMS alert shall also be sent to the mobile number of the claimant during processing of the application. Once the electronic authority is issued, copy of the authority (.pdf format) can be downloaded by the claimant from the Odisha Treasury Portal (<https://www.odishatreasury.gov.in/portal>).

## **5. Role of GPF Subscriber and DDO/ Head of Office in Resolution of Missing Credits**

In the revised procedure, as the subscriber is not required to submit her/his final withdrawal of GPF application, she/he shall verify her/his GPF Account Statement to ascertain the missing credit, if any, prior to initiation of the withdrawal process by the Head of Office. The GPF Accounting Authorities intimate the particulars of missing credits against a Provident Fund Account, every financial year to the DDO responsible for deducting the GPF subscription, under intimation to the concerned subscriber. The subscriber after due verification of her/his Annual Account Statement can move to the Accountant-General (A.&E.), Odisha through the concerned DDO for resolution of instances of missing credit, if any. The DDO and the Accountant-General (A.&E.), Odisha shall ensure that all applications related to missing credits are resolved four months prior to the date of superannuation of the subscriber.

## **6. Role of GPF Subscriber & Head of Office in Record keeping of Nomination / Family Details:—**

Family members of the deceased subscriber often face difficulties in getting the accumulated GPF amount in time due to want of valid nominations in terms of provisions of the GPF (Odisha) Rules, 1938. In order to obviate the above difficulty, now it has been decided that all Head of Offices shall ensure that the GPF nomination forms as prescribed in the GPF (Odisha) Rules, 1938 are filled in by the subscriber in all respect at the time of joining Government services. However, the nomination shall be updated as and when required, whenever there is a change in the family structure. The copy of nomination shall be mandatorily kept in the Service Book of the employee.

Further, facility shall be provided in HRMS for online submission of the nominee details/ family details by the subscriber and subsequent acceptance by the Head of Office.

**7. Training to Stakeholders and piloting:**

Treasuries shall provide necessary training and hand holding support to all Head of Offices/ Drawing and Disbursing Officers (DDOs) for online submission of final GPF withdrawal application in IFMS.

Piloting will be conducted for a period of 2 (two months) from the date of issue of this Office Memorandum. During pilot phase of implementation, submission and processing of final GPF withdrawal application shall be online in IFMS with or without use of DSC/ e- Sign.

There will be no need to forward the signed print copy of the online application to Accountant-General (A.&E.), Odisha separately If, DSC / e- Sign is used by Head of Office. However, in case the Head of Office has no DSC/e-Sign then she/he shall forward the print copy of the online application along with the attachments with her/his signature with a forwarding letter to Accountant-General (A.&E.), Odisha. The receipt of the applications in both the processes shall be accepted by Accountant-General (A.&E.), Odisha only during the pilot phase. After completion of the pilot phase, the final GPF application shall only be accepted if it is submitted online in IFMS with DSC/e-Sign of the Designated Authority.

By Order of the Governor

G.MATHI VATHANAN

Principal Secretary to Government

**FORM OTC – 80-A**

(See SR-669)

**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE  
GENERAL PROVIDENT FUND ACCOUNT****(To be used by both Gazetted and Non-Gazetted Employees)**

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To

**The Accountant-General (A.&E.)****Odisha, Bhubaneswar**

Madam/Sir,

It is certified that Sri/ Smt. \_\_\_\_\_ is due to retire/have retired/have proceeded on leave preparatory to retirement for \_\_\_\_\_ months/ have been discharged/ dismissed/ removed/ have been permanently transferred to /have resigned finally from Government Service under Government of Odisha to take-up appointment with and the resignation has been accepted with effect from \_\_\_\_\_.

2. The Provident Fund Account Number of Sri/Smt./Kumari/Miss \_\_\_\_\_ as verified from the statements furnished to him/her from year to year) is \_\_\_\_\_.
3. He/She joined in service on \_\_\_\_\_ forenoon/ afternoon. He/She is due to retire from Government Service on \_\_\_\_\_.
4. He/She has not resigned from Government Service with prior permission of the State Government to take up an appointment in another department of the same Government or under another State Government or Central Government or under a body Corporate owned or controlled by the State.
5. The last fund deduction was made from his/her pay from the month of \_\_\_\_\_ drawn in this Office Bill No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) Challan/Voucher No. \_\_\_\_\_ of District/Special Treasury\_\_\_\_\_, the amount of deduction being Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_) and recovery on account of refund of advance Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)).
6. He/She was neither sanctioned any Temporary Advance nor any Part-final withdrawal from his Provident Fund Account No \_\_\_\_\_ during twelve months immediately preceding the date of his/her quitting service under State Government/ proceeding on the leave preparatory to retirement or thereafter.

**OR**

7. The following Temporary Advance/ Part-final withdrawals were sanctioned to him/her and drawn from his/her Provident Fund Account No. \_\_\_\_\_ during the twelve months immediately preceding the date of his/her quitting service under State Government/ proceeding on the leave preparatory to retirement or thereafter are given below :-

Temporary Advances				Part-Final withdrawal			
Amount of Adv.	Voucher No.	Voucher Date	Treasury	Amount of Adv.	Voucher No.	Voucher Date	Treasury

8. He/She had taken the aforesaid advances in respect of which \_\_\_\_\_ installments of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) are yet to be recovered and credited to the General Provident Fund account,

9. The amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) standing to the credit in his/her GPF Account No. as indicated in the accounts statement issued for the year \_\_\_\_\_ as appearing in the ledger account being maintained by you may please be arranged to be paid to Sri/ Smt. \_\_\_\_\_ as 1st installment of Final Payment through State Pension Treasury, Bhubaneswar.

10. I request that the entire amount at his/her credit with interest due under the rules may be authorized for payment to his/her Bank A/c No. \_\_\_\_\_ IFSC \_\_\_\_\_ . Mobile No. of the subscriber is \_\_\_\_\_ .

Yours faithfully,

**DSC/ E-Sign of the Head of Office**

**ANNEXURE-B****FORM OTC – 80-C**  
(See SR-669)**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE  
GENERAL PROVIDENT FUND ACCOUNT  
(TO BE USED BY THE NOMINEE OR ANY OTHER CLAIMANTS WHERE NO  
NOMINATION SUBSISTS)**

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To

**The Accountant-General (A.&E.)  
Odisha, Bhubaneswar**

Madam/Sir,

It is requested that arrangements may kindly be made for payment of the accumulations in the General Provident Fund Account of Sri/Smt./Kumari/Miss \_\_\_\_\_.

The necessary particulars required in this connection are given below:—

1. Name of the Government Servant \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Post held by Government Servant \_\_\_\_\_
4. Date of Death \_\_\_\_\_
5. Proof of death in the Form of Death Certificate issued by Competent Authority(Attached)
6. Provident Fund Account Number allotted to the deceased subscriber \_\_\_\_\_
7. Amount of Provident Fund money standing to the credit of the subscriber at the time of death, if known \_\_\_\_\_
  
8. Details of Nominee alive on the date of death of the subscriber, if a nomination subsists:—

<b>Sl. No.</b>	<b>Name of the Nominees</b>	<b>Relationship with the Subscriber</b>	<b>Religion</b>	<b>Age on the date of death</b>	<b>Share of the Nominees</b>	<b>Bank Account No.</b>	<b>IFS Code</b>	<b>Mobile Number</b>
1								
2								

9. In case of nomination is in favour of person other than a member of the family, the details of the family, if the subscriber subsequently acquired a family.

<b>Sl. No</b>	<b>Name</b>	<b>Relationship with the Subscriber</b>	<b>Religion</b>	<b>Age on the date of death</b>	<b>Bank Account No.</b>	<b>IFS Code</b>	<b>Mobile Number</b>
1							
2							
3							

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against the name whether her husband is alive on the date of death of the subscriber.

<b>Sl. No.</b>	<b>Name</b>	<b>Relationship with the Subscriber</b>	<b>Religion</b>	<b>Age on the date of. death</b>	<b>Bank Account No.</b>	<b>IFS Code</b>	<b>Mobile Number</b>
1							
2							

11. In the case of amount due to a minor child whose mother (widow of the subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship Certificate, as the case may be.

12. If the subscriber has left no family and no nomination subsists, the name of the persons to whom the provident fund money is payable is to be supported by letters of Probate or Succession Certificate.

<b>Sl. No.</b>	<b>Name</b>	<b>Relationship with the Subscriber</b>	<b>Religion</b>	<b>Age on the date of death</b>	<b>Bank Account No.</b>	<b>IFS Code</b>	<b>Mobile Number</b>
1							
2							
3							
4							

13. The payment is desired through the Office of the State Pension Treasury, Bhubaneswar.

Place:

Yours faithfully,

Date:

Signature of the Claimant

Full Name & Address

**FOR USE BY HEAD OF OFFICE**

- Forwarded to the Accountant-General, (A.&E.) Odisha, Bhubaneswar/Controller Accounts, Odisha Bhubaneswar for necessary action. The particulars furnished above are duly verified.
- The Provident Fund Account Number of Sri/Smt./Kumari/Miss \_\_\_\_\_ as verified from the statements furnished to him/her from (year to year) is \_\_\_\_\_.
- He/She died on \_\_\_\_\_
- The last fund deduction was made from his/her Pay from the month of \_\_\_ drawn in this Office Bill No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) Challan/Voucher No. \_\_\_\_\_ of District/Special Treasury \_\_\_\_\_, the amount of deduction being Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ ) and recovery on account of refund of advance Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ).
- Certified that he/she was neither sanctioned any Temporary Advance nor any Partfinal withdrawal from his Provident Fund Account No. \_\_\_\_\_ during twelve months immediately preceding the date of his/her Death.

**OR**

- Certified that the following Temporary Advance/ Partfinal withdrawals were sanctioned to him/her and drawn from his/her Provident Fund Account No. \_\_\_\_\_ during the twelve months immediately preceding the date of his/her Death :—

<b>Temporary Advances</b>				<b>Partfinal withdrawal</b>			
<b>Amount of Adv.</b>	<b>Voucher No.</b>	<b>Voucher Date</b>	<b>Treasury</b>	<b>Amount of Adv.</b>	<b>Voucher No.</b>	<b>Voucher Date</b>	<b>Treasury</b>

E-Sign of the Head  
of Office / Department

**ANNEXURE-C**

## **USER MANUAL FOR SUBMISSION AND PROCESSING OF ONLINE GPF APPLICATION AT DIFFERENT LEVELS:**

Online submission of Final GPF applications in IFMS shall be in the same Login HD's provided earlier and used by the offices for processing of online pension applications. In case, new users are to be created/ previously allotted login credentials have been forgotten then, based on the request of concerned Head of Office, Treasury stall create the users and facilitate resetting of the password.

### **PROCEDURE FOR PROCUREMENT OF DSC / E-SIGN:**

All the Head of Offices in IFMS have been provided with DSC/ e-Sign through their drawing Treasuries. In case of subsequent requirement of DSC arising out of transfer/ retirement of the Head of Office, the concerned office will procure additional Class-III DSC from any of the certifying authorities (CAs). However, in case of requirement of e-Sign, existing process of procurement through Treasury will be followed, since e-Sign procured through channels other than the Treasury will not work in IFMS application. The implementation support for the use of DSC/e-Sign will be provided by the local Treasury.

#### **A. Processing of final GPF withdrawal application in case of deceased Government servant:—**

##### **1. Submission of the application by the Claimant/ Nominee of the deceased Government servant:—**

- i. The claimant/ nominee of the deceased Government servant shall submit the online final GPF Application in IFMS Portal (<https://www.odishatreasury.gov.in/pensionerscorner>). The claimant/ nominee shall select Pension/ Final GPF Application Form under **Citizen Services** available in **Pensioners Corner**.
- ii. The claimant shall enter the GPF Account Number or HRMS ID of the deceased Government servant, select the **Application Type** as GPF and enter the Captcha. Then click on **Search** Button to auto-populate the subscriber's details in the final withdrawal GPF Application Form.
- iii. The blanked fields will be filled in by the claimant including details of the nominee(s). Then she/he has to choose **Retirement Type** from the drop down and click on **Save**.

- iv. Then she/he shall click on **Attachments**, so that the page with required documents to be attached will be displayed. Upload the scanned copy of all the attachments in pdf format having maximum size of each document from 2KB to 2MB.
- v. Now click on "**Subscriber detail**" page. At the below, there are three buttons. "**Save Personal Details**"/ "**Forward to Head of Office**" / "**Generate Form OTC 80-C**". Now click on the button "Forward to Head of Office".
- vi. Select Department Code/Name, Head of Office, DDO Code/ DDO Name and Forward to Head of Office from the drop down.
- vii. On successful forward, a message will be displayed on the screen. Take a print copy of the application form so generated from IFMS, sign and submit it to the Head of Office.
- viii. The facility for submission by way of OTP based Aadhaar e-Sign will be made available in near future. In case the application is submitted by way of Aadhaar e-Sign, then further submission of signed print copy to the Head of Office will not be required by the claimant.
- ix. There is a menu "**File Process History**". Clicking on that menu, the details file processing status will be displayed.
- x. To know the status of the submitted application at any point of time click on "**Pension/ Final GPF application form**" menu under Citizen Services of Pensioners Corner. Enter the GPF Series & Account Number or HRMS ID, put the Captcha and Search. The Home page will be displayed where click on "**File Process History**" menu to know the status.

## **2. Processing of the application by the Head of Office:—**

- i. After receipt of the hard copy, the authorised official of the concerned section of the Head of office dealing with pension matters shall open the online GPF application in the **Pension Preparation** menu of IFMS, Odisha Portal(<https://www.odishatreasury.gov.in/pensionerscorner>) by using her/his Login Id. She/He has to acknowledge the receipt of the final GPF Application through SMS and forward to **Operator Login** of the Head of Office for processing with a note/observation.
- ii. In the operator Login, the user shall check the application by selecting from the task list and shall verify the application details along with the last salary

bill details auto populated from IFMS. If any discrepancy is noticed, that can be rectified at that level.

- iii. The operator shall also fill up the Advance Details and check the Attachments. If relevant documents are attached previously by the applicant in the physical application, then scanned copy of those documents shall be attached by the operator.
- iv. The Operator shall generate the Application Form as per the category of final GPF withdrawal and place in the office file for necessary approval from the Head of Office.
- v. After obtaining approval of the Head of Office in respect of the final GPF application processed in the file, the Operator shall verify it *vis-à-vis* the application form earlier generated from the IFMS portal. She/He shall rectify the information contained in the online application as per the approval taken in the file and forward the online Application to the Head of Office (**Approver**) Login.

## **B. Processing of final GPF withdrawal application in case of retiring Government servant:—**

**Submission and processing of the application by the Head of Office:—**  
The Officer/ Official assigned with the role of **Operator** in IFMS for processing of Final Pension / Final GPF application of a particular establishment shall Login into the IFMS portal with the URL (<https://www.odishatreasury.gov.in/pensioners-corner>). Then click on **Pension/ Final GPF** link under **Citizen Services**.

- ii. The Operator has to initiate the activity just after stoppage of the monthly GPF subscription of the retiring employee.
- iii. The concerned officer shall enter the GPF Account Number or HRMS ID of the Government servant, select the **Application Type** as GPF and enter the Captcha. Then click on **Search** Button to auto-populate the subscriber's details in the final withdrawal GPF Application Form.
- iv. In case of any blank fields, the same shall be filled up by the concerned Operator. Then she/he has to choose **Retirement Type** from the dropdown and click on **Save**.

- v. Then Click on **Attachments**, so that the page with required documents to be attached will be displayed. Then the Operator will upload the scanned copy of the attachments in pdf format having maximum size of each document from 2KB to 2MB.
- vi. Now click on "**Subscriber detail**" page. At the below, there are three buttons. "**Save Personal details**"/ "**Forward to Head of Office**" / "**Generate Form OTC 80-C**". Now click on "**Forward to Head of Office**".
- vii. Select Department Code/Name, Head of Office, DDO Code/ DDO Name and Forward to Head of Office (**Approver**) from the drop down.

#### **C. Role of Head of Office as the Approver:**

- i. All final GPF applications which have been forwarded to the designated login of the Head of Office by the Operator will be available to the Head of Office as the Approver.
- ii. The Head of Office (Approver) shall open the online application in IFMS using her/his Login Id selecting from the **Task list** and shall scrutinise the details in the hard copy of final GPF Application placed in the office file *vis-à-vis* the online GPF Application.
- iii. The Head of the Office (Approver) shall send the hard copy of the GPF application Form generated from IFMS along with attached documents to the A.G (A.&E.), Odisha if DSC/e-Sign is not used.
- iv however, after the pilot phase , the Head of Office shall forward the online application along with the required attachments in IFMS using her/his Digital Signature/ e-Sign. **No physical application will be sent through post to the A.G. (A.&E.), Odisha after the pilot phase.**
- v. If the Head of Office intends to object the online application on any ground, then the application will be reverted to the Operator with proper noting/justification.
- vi. Online rejection of application facility is available in IFMS. In case of rejection, SMS alert will be given to the subscriber with a request to either resubmit the online application or the applicant is not eligible.

#### **D. Processing and Issuance of Final e-GPF authority by the Accountant General, Odisha:—**

- i. The final GPF Authorization issuing Authority, A.G. (A.&E.), Odisha shall download the application data along with the attached documents from IFMS forwarded by the Head of Office.

- ii. The A.G. (A.&E.), Odisha will process the final GPF application form in their own Software application and shall issue the digitally signed electronic authority in respect of the applicant after proper verification. In case of any discrepancy noticed, the Issuing Authority shall send back the online application to the approver login of the concerned Head of Office with objection memo. in IFMS.
- iii. The Head of Office shall comply and the application shall be resubmitted to the Issuing Authority i.e., the A.G. (A.&E.), Odisha.
- iv. Once, the digitally signed final GPF electronic authority is uploaded in IFMS by the Issuing Authority, the same will be available at the State Pension Treasury for disbursement.